



**KING COUNTY**  
**COURT OPERATIONS SUPERVISOR I**  
**KING COUNTY SUPERIOR COURT**  
**FAMILY COURT OPERATIONS**  
**Annual Salary Range: \$40,328.40 – \$51,243.60**  
**Job Announcement: 05WM4965**  
**OPEN: 2/23/05      CLOSE: 3/9/05**

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** This position is located at the King County Courthouse in downtown Seattle and the Regional Justice Center in Kent. Incumbent may be required to work at all Superior Court locations.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 a.m. to 4:30 p.m.

**PRIMARY JOB FUNCTIONS INCLUDE:** The incumbent is responsible for the coordination and operation of the Facilitator Program.

- Oversee all case flow management activities including assisting litigants, attorneys and staff by providing information to comply with court policies. Respond to inquiries from judges, commissioners and the public regarding case information, rules, policies and procedures.
- Perform operational support and facilitator activities, review case files for completeness, and monitor program compliance with local rules and procedures.
- Supervise, train and evaluate program staff. Train employees in processes, policies and software applications, and keep staff apprised of updated applications and procedures. Prepare training materials.
- Act as primary liaison for the program. Participate in special projects and facilitate cross-departmental and inter-agency collaboration.
- Serve on various committees as directed.

**QUALIFICATIONS:** A Bachelor's or associate degree in business or public administration, or related field and five years' experience in court procedures and processes, including two years' of supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have extensive knowledge of relevant statutes and local court rules. Knowledge of computer software applications including word processing, spreadsheet and networking.

**NECESSARY SPECIAL REQUIREMENT:** Must have a valid Washington State driver's license.